



**DEPARTMENT OF PERSONNEL &  
ADMINISTRATION  
STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

ARCHIVES #

15-27

DEPARTMENT	DIVISION	SECTION	PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
Public Health and Environment	DCEED	Communicable Disease Epidemiology	
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS
1.	<b>DISEASE SURVEILLANCE CASE REPORTS</b>		
	A. Routine - hard copy	3 years + current	Destroy by shredding SARMM 1-35
	B. Infrequently reported/unusual diseases - hard copy	3 years + current or until administrative need ends (whichever is longer)	Destroy by shredding SARMM 1-35
	C. Database of case reports (CEDRS)	Permanent	All communicable disease case reports (human) will be logged directly into the state communicable disease database (CEDRS) for permanent electronic storage. CMRRS 40.330
	D. Special projects - hard copy	3 years + current	Destroy by shredding SARMM 1-35
	E. Special Projects - database	Until administrative need ends	Electronic deletion SARMM 1-35
	F. Zoonotic Disease - database	Permanent	All reported communicable disease case reports (animal) will be logged directly into the zoonotic disease database for permanent electronic storage. CMRRS 40.330
2.	<b>OUTBREAK INVESTIGATIONS</b>		
	A. Data - hard copy	3 years + current or until administrative need ends (whichever is longer)	Destroy by shredding SARMM 1-35
	B. Report Database	3 years + current or until administrative need ends (whichever is longer)	Electronic deletion SARMM 1-35
	C. Final Report	3 years + current or until administrative need ends (whichever is longer)	
	D. Outbreak database	Permanent	CMRRS 40.330

**NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY LEGAL CASE, CLAIM, ACTION OR AUDIT.**

I request approval of the above records disposition. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records.

State Archivist's Signature	Date 12/5/2014	Records Liaison Officer's Signature	Date 9/15/14
Attorney General's Signature	Date 12/10/14	State Auditor's Signature	Date 12/22/14



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